



Michigan Department of Natural Resources - Forest, Mineral and Fire Management

**URBAN AND COMMUNITY FORESTRY PROGRAM
2006-07 COMMUNITY FORESTRY GRANT**



APPLICATION INFORMATION

*This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended,
and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.*

Co-sponsored by

USDA Forest Service, State and Private Forestry Program

JUNE 2006

DUE AUGUST 11, 2006

This document available on our website at: www.mi.gov/dnrucf

GENERAL INFORMATION

The Michigan Department of Natural Resources (DNR) - Forest, Mineral and Fire Management (FMFM), in cooperation with the USDA Forest Service has established the Community Forestry Grants program. Federal funding is provided by the USDA Forest Service, State and Private Forestry, Urban and Community Forestry Program (**CFDA 10.664**).

Cost-share funds will be available to communities and organizations on a competitive basis for urban and community forestry projects. A total of up to \$100,000 may be granted to eligible projects. This is a 50-50 cost share match program. The applicant's matching funds may not be from other Federal funds. Projects must be completed by **September 1, 2007**.

The purposes of this program include:

- providing competitive, matching grants to communities and organizations for urban & community forestry projects;
- building local community capacity to manage and care for trees through education and technical assistance;
- developing long-term community forestry plans that include citizen involvement;
- promoting projects that assist communities in developing sustainable local urban forestry programs;
- improving the understanding of the benefits of preserving and expanding community tree cover;
- implementing successful tree planting projects;
- enhancing the technical skills of individuals involved in establishing or maintaining urban and community forests

2006-07 COMMUNITY FORESTRY GRANT FUNDING PRIORITY

Management and Planning projects, such as community tree inventories, developing tree ordinances, and management plans, will be given priority consideration for funding this year. Depending on applications received, approximately 60% of available funds may be directed towards projects in this category. However, projects from all categories will be considered and funded as well.

This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of granted projects.

For additional information, visit the DNR's Urban & Community Forestry web page at www.mi.gov/dnrucf, or contact:

**COMMUNITY FORESTRY GRANT PROGRAM
FOREST, MINERAL & FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

USEFUL WEBSITES:

USDA Forest Service—Urban and Community Forestry:
<http://www.fs.fed.us/ucf/>
<http://na.fs.fed.us/urban/index.shtm>

TreeLink:
<http://www.treelink.org>

National Arbor Day Foundation:
<http://www.arborday.org/>

Michigan State University Department of Forestry:
<http://www.for.msu.edu/>

Michigan State University Cooperative Extension:
<http://www.msue.msu.edu/home/>

Points of Light Foundation:
<http://pointsoflight.org/>

International Society of Arboriculture:
<http://www.isa-arbor.com>

Urban Horticulture Institute Publications:
<http://www.hort.cornell.edu/departments/faculty/bassuk/uh/>

ELIGIBILITY

SUSPENDED AND DEBARRED PARTIES:

***Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.

ELIGIBLE APPLICANTS:

Applications will be accepted from local units of government (e.g. city, village, township, county, school district, public university and other legal entities of local government), tribes, and non-profit organizations* ([501(c)(3)] or other granted legal status). Private businesses, and individuals are not eligible to apply but may partner with an eligible organization on a proposal.

***Non-Profit Information:** Non-profit organizations submitting applications must also:

1. provide a copy of the IRS's letter of determination indicating non-profit status.
2. provide documented permission from the landowning authority (e.g. City Forester, City Manager etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are public or open to the public for educational purposes.

ELIGIBLE ACTIVITIES:

Several activities will be eligible for funding under the following categories:

1. Management and Planning
2. Education and Training
3. Library Resources
4. Tree Planting

Maintenance projects (e.g. tree trimming, removal etc.) are not eligible.

Management and Planning - Includes activities such as: tree inventories, management plans, tree ordinance development/revision, tree board formation, hazard tree management plans, tree protection activities and temporary staffing support (labor/admin, students/interns) (Maximum grant request: \$20,000.00)

Education and Training - Includes activities such as: workshops, training sessions, youth programs, public service materials, brochures, or exhibits related to urban and community forestry. Educational products developed may be locally focused but would ideally have state/regional applicability and include a mechanism for information distribution. (Maximum grant request: \$10,000.00)

Library Resources – Includes activities such as: purchasing urban and community forestry reference materials. These may include books, periodicals, brochures, videos, slide/tape programs, etc. for use in communities. This grant is open to public libraries, schools and non-profit nature centers. Materials must be available for use by the public at no charge (no required membership or entry fees.) Materials must be in circulation for at least 5 years. A list of approved publications is available upon request or by visiting www.mi.gov/dnrucf. Additional materials not listed may be submitted for approval to the DNR's Urban and Community Forestry grant coordinator. (Maximum grant request: \$ 500.00)

Tree Planting – Includes the following activities only: Tree planting projects on public property such as parks, rights-of-way, city streets, nature study areas, schools, and neighborhood common spaces. Reimbursement will be made towards the purchase of trees only. Planting costs are not covered but may be used towards the match obligation. See details below for reimbursement rates. (Maximum grant request: \$3,000.00).

***NOTE** - Priority consideration will be given to applicants who have not received any DNR tree planting grants in the last year.

How To Apply

Submit one original application **and two copies** by the deadline listed. Late and/or faxed applications will not be accepted. Application materials are available on the DNR's website at www.mi.gov/dnrucf or may be sent via mail upon request.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget
3. Tree Planting Information (incl. maintenance plan)
4. Attachments (e.g. site map, IRS determination, etc.)

Failure to include these items may negatively affect the proposal rating during review.

Narrative Information:

Include statement of project purpose/need, goals, deliverables (e.g. products/ services), anticipated results, evaluation methods, and people involved/responsible with project.

Budget Information:

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies from other sources may **NOT** be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$16.50/hour; Youths (up to age 16) - \$8.25/hour. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the applicant.

Applicants that have an approved overhead/indirect rate from a Cognizant Federal Agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on MDNR directives.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include: labor, program administration, contractor / consulting fees, facility rental, equipment, tree maintenance costs (1st year only), supplies (i.e. trees, books, brochures, mulch, stakes, etc.), travel and delivery costs and donations.

The project budget breakdown should include the following information in a similar format:

Example:

Project Title: City Tree Inventory

Total Project Cost: \$41,500

Requested grant funds: \$20,000

Anticipated matching funds: \$21,500

	<u>Grant Funds</u>	<u>Local Match</u>
Personnel/fringes		\$3,000
Contracted	\$20,000	\$11,000
Supplies		\$7,500
Other		

Budget Detail:

Personnel – 150 hrs. @ \$20/hr;

Contracted - consultant fees for inventory;

Supplies – 3 computers, software and misc. other

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

Tree Planting Information: This section should describe the procedures for planting trees within the community. It should be based on an overall vision to sustain and enhance the city as a livable community with an extensive, thriving urban forest that provides multiple aesthetic and environmental benefits.

Please include the following information: number of trees to be planted, size (caliper), tree planting stock size (balled & burlapped, container, bare root), tree species, location of tree planting and tree planting detail and utility consideration.

Important goals for tree planting projects should

include: 1.) species diversity, 2.) appropriate tree for the planting location, including distance from all utilities, 3.) proper planting technique 4.) commitment to maintenance and 5.) restoring community canopy cover.

Certain species, including Norway Maple, Blue Spruce, and Bradford Pear, are discouraged due to their invasive potential or susceptibility to insect, disease and storm damage. Additionally, due to the overabundance of maple species in many communities, discretionary use of this species is recommended. Native trees are encouraged whenever possible. **No varieties of Ash species shall be planted, reimbursed or used towards match through this program.**

All planting projects should comply with minimum planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:

1. Nursery Stock (ANSI Z60.1-1996)
2. Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (ANSI A300-1995)
3. Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements (ANSI Z133.1-1994)

Examples and instructions based on these standards may be found in How to Prune Trees, USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95); Tree Planting Detail (IC 4108, MDNR); and Tree Planting Zones (IC 4109, MDNR).

Tree Planting Stock Size: Planting stock selection should be determined based on species, planting location, soils, etc. Trees will be reimbursed up to the listed amount depending on tree size and actual cost. No tree shall be reimbursed more than \$125.

Balled and Burlapped: 1¼ - 3 inch diameter, 10-16 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground.

Maximum reimbursement: \$125 per tree.

Bare Root: 1 to 1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.

Maximum reimbursement: \$40 per tree.

Containerized/Potted (Sm.-Med.): Trees 1-3 feet height - container 6 inches high, inside bottom diameter 5-6 inches; Trees 2-4 feet height - container 8 inches high, inside bottom diameter 6½ to 7-¾ inches; Trees 4-6 feet height - container 9 inches high, inside bottom diameter 8½ to 9½ inches.

Maximum reimbursement: \$40 per tree.

Containerized/Potted (Lg.): Trees 6-10 feet height - minimum container depth 12 inches and minimum bottom diameter of 15 inches (10 gal). Typical minimum caliper size of ¾".

Maximum reimbursement: \$55 per tree.

Planting stock must be obtained from a nursery stock dealer or grower certified by the Michigan Department of Agriculture. Planting stock from out-of-state must be accompanied by a Michigan Department of Agriculture certificate. Stock obtained from municipal or government nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931.)

Maintenance Plan: All planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/management and other routine and corrective actions. The DNR's Tree Maintenance Guidelines (IC 4108-1) may be used as a guideline.

RATING CRITERIA

Applications will be rated based on the following criteria: project/program goals, project quality, and budget accuracy. Project/program goals include responsiveness to stated Community Forestry Grant Program objectives and improving environmental quality and quality of life in communities. Project quality includes completeness of

application, project effectiveness, project outcomes, short and long-term impacts, cost effectiveness, and evaluation methods. Budget accuracy will consider eligibility of requested funds (based on project category), adequate match and source, and correct use of reimbursement rates for tree planting projects.

In addition, several items related to statewide program administration will be considered when determining grant

Awards including: community size, geographic location, grantee past performance. The MDNR reserves the right to refine or alter the criteria at any time.

GRANT AWARD & EXECUTION OF CONTRACT

Grants will be awarded to the highest rated proposals, as determined by the DNR, based on application comparisons and other considerations. Following the rating, each applicant will be notified of their status (award and allocation, or no award). Every effort is made to review and notify applicants as soon as possible. However, official notifications typically are not made for 2-3 months after the application closing date.

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR Urban and Community Forestry program staff prior to starting the grant to review project plans and activities.

Grant monies awarded will be paid ONLY upon evidence of completion of project. Project must be completed by September 1, 2007.

Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the DNR, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program.

Michigan Department of Natural Resources, FMFM reserves the right to withhold award of available grant monies.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest, Mineral and Fire Management, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-373-1275.

This publication is available in alternative formats upon request.

APPLICATIONS FOR THE 2006-07 GRANT PROGRAM MUST BE RECEIVED BY AUGUST 11, 2006.

NO FACSIMILES WILL BE ACCEPTED.